



# BUILDING

## PERMITTING AND INSPECTION GUIDELINES

## BUILDING PERMITS

1. A permit **is** required to be obtained for the following work:
  - All new construction whether residential, commercial, or industrial.
  - Remodeling of residential dwellings, commercial, industrial buildings when erecting or removing walls and/or any alterations involving the primary structure. (Exceptions: Cosmetic work such as painting, siding, replacing sheetrock, wall or floor coverings, cabinets, accessory substructure buildings exceeding 120 sq. ft.).
  - Fences over 6' high.
  - Retaining walls over 4' high.
  - Roofing permit needed when replacing decking or rafters.
  - All carports, detached garages, and storage buildings exceeding 120 sq. ft.
  - All swimming pools in ground and above ground if over 5,000 gallons.
  - All covered porches and patios.
  - Approach permits necessary when replacing or pouring approach for driveways.
2. Property owner must submit a copy of a warranty deed which has been filed with the Johnson County Clerk's office to ensure actual ownership.
3. Property must be platted as required by the City of Cleburne Subdivision Ordinance.
4. Property must be zoned in accordance with the City of Cleburne Zoning Ordinance for the intended use of the structure.

### CURRENT CODE ADOPTED BY CITY:

2003 International Residential Code for ONE and TWO Family Dwelling Code w/amendments – adopted 5/11/04

### **Send Plans to Willie Stevenson @ 10 N Robinson, Cleburne, TX 76033**

6. Residential Dwellings: One (1) set of house plans are required for construction of new residential dwellings. Construction plans are recommended, but not required for remodeling or existing structures. However, a site plan drawn to scale must be submitted illustrating the changes to the structure, and indicating the location of all easements, drainage facilities, on-site sewage facilities, private water wells, adjacent grades, property lines, the proposed building and of every existing building on the property.

**BUILDING SETBACK:** Front: Thirty (30) feet or established line as stated in #8 below.

Back: Twenty (20) feet minimum

Interior Side: Seven (7) feet for Seventy (70) foot wide lot 10 % of width of lot for lot over (70) feet wide Corner Lot: Fifteen (15) feet for side yard on street side.

7. ***Type Use A SF-1 SF-2 SF-3 SF-4 SF-A D T MF***

Accessory buildings and structures regulations. Area regulations for accessory buildings or accessory structures in residential districts hereupon.

(1) Front Yard. Attached accessory buildings or structures shall have a front yard not less than the main building. Detached accessory buildings or structures shall be located in the area defined as the rear yard.

(2) Side yard. There shall be a side yard for any accessory buildings or structures located in a residential area of not less than three feet. On corner lots a side yard of 15 feet shall be maintained.

(3) Rear yard. There shall be a rear yard for accessory buildings or structures of not less than three feet.

(4) Separation. Accessory buildings or structures must maintain a ten minimum foot separation from the main structure.

(I) Height regulations. In the following zoning districts the height of structures shall be in accordance with the following height matrix.

8. Where a building line has been established by previous plat or previous ordinance and such line requires a front yard setback greater or lesser in depth than is prescribed by this chapter for the district in which the building line is located, the required front yard shall comply with the building line established by such previous ordinance or plat.

Plan Requirements:

Commercial / Industrial Structures:

Occupancy classification	Wind load
Type of construction	Roof snow load
Specification on plans	Earthquake seismic zone

(2) Complete sets of plans (24 x 36 inches) containing the following with Architect's and Engineer's seal affixed to the plans and (1) set of plans in PDF or disk before Certificate of Occupancy.

Civil Engineer /Architect's	Electrical Engineer
Structural	Plumbing Engineer
Mechanical Engineer	Energy Engineer

(1) Set of civil construction plans with Architect's and Engineer's seal affixed to the plans containing the following:

Cover sheet	Boundary/Topographic survey
Site plan	Erosion control plan
Paving plan	Coordinate control plan
Grading plan	Utility plan
Landscape plan	Irrigation plan
Sign details	Parking spaces with lot striping details
Trash enclosure details	

## COMMERCIAL AND INDUSTRIAL BUILDING PERMIT

Plan review-Minimum of (14) working days – no exceptions

Check city zoning for land use and all setback requirements before purchasing property.

Certificate of Occupancy after all inspections have been completed and building is ready to occupy

### **NO COMMERCIAL/PUBLIC BUILDING PERMITS WILL BE ISSUED UNTIL THE FOLLOWING REQUIREMENTS HAVE BEEN MET:**

(A) Asbestos Survey: No building permit can be issued for remodeling or demolition of a commercial or public structure until an asbestos survey is on file with the City of Cleburne. The survey must be done by a licensed asbestos surveyor, engineer, or architect. You must supply a copy of the asbestos survey. Effective January 1, 2002 – Senate Bill 509

(B) American Disabilities Act (ADA) Any new or remodeling of commercial/industrial buildings where the cost of work exceeds \$50,000 must submit the construction plans to the Texas Dept. of Licensing and Regulation for ADA approval. You must supply a copy of the submittal application with copy of check or check stub to the City to verify submittal or you may verify on-line at [www.license.state.tx.us/AB/tas/abtas](http://www.license.state.tx.us/AB/tas/abtas). Effective June 17, 2001 - Senate Bill 484

For Building Plans and questions call Building Official @ 817-556-8801 or E-mail [wills@cleburne.net](mailto:wills@cleburne.net).

## COMMERCIAL AND INDUSTRIAL BUILDING PERMIT

### CURRENT CODE ADOPTED BY CITY:

2003 International Building Code w/amendments

2003 International Mechanical Code w/amendments adopted 5/11/04

2003 International Plumbing Code w/amendments – adopted 5/11/04

2033 National Electrical Code w/amendments 10/25/11

2003 International Fuel Code w/amendments- adopted 5/11/04

2003 International Fire Code

2000 101 NFPA

2009 International Energy Conservation Code w/amendments -adopted 10/25/11

### 9. Commercial District Yard Requirements.

<i>Districts</i>	<i>Front Yard</i>	<i>Side Yard</i>	<i>Rear Yard</i>
C0	30	7	20
C1	30	None <sup>1</sup>	20 <sup>2</sup>
C2	15 <sup>3</sup>	None <sup>1</sup>	20 <sup>2</sup>
C3	15	None <sup>1</sup>	Noise

<sup>1</sup> Where side yards abut upon the side line of a lot in a District SF-1, SF-2, SF-3, SF-4, SF-A, SF-4/MH, D, T, MF or C0 or on the street side of a corner lot a minimum side yard of 15 feet is required.

<sup>2</sup> Except that on a corner lot, no rear yard is required within 50 feet of a side street, unless the rear line adjoins a District SF-1, SF-2, SF-3, SF-4, SF-A, SF-4/MH, D, T, MF, or CO in which case a rear yard of not less than 20 feet shall be provided.

10. Industrial District yard requirements.

<i>Districts</i>	<i>Front Yard</i>	<i>Side Yard</i>	<i>Rear Yard</i>
M1	15 <sup>1</sup>	None	None
M2	15 <sup>1</sup>	None	None

<sup>1</sup> Except when fronting on a federal or state highway in which case a 50 foot front yard is required.

11. Buffer requirements in M1 and M2 Industrial Districts. A minimum buffer setback of 50 feet in width will be required along all property lines that abut residentially zoned property. This buffer shall incorporate the screening requirements provided in § [155.56](#) (F) (2). No storage of materials or activities associated with the industrial use shall be permitted within this buffer area. Parking areas and drive surfaces may be located within this buffer area.
12. No work shall be done prior to obtaining a permit from the Building Inspection Department. Requests for permit may be made in person or by calling (817)645-0955. Only those authorized by the contractor are eligible to request permits. The contractor shall provide a sign authorization list and it must be kept updated. Property owner / contractor must make application for a Building Permit based upon total square footage of the structure or addition. No alterations or additions will be allowed to encroach upon any easement, right-of ways or the required setbacks of the zoning district unless a variance is approved by the Zoning Board of Adjustments. Structural repairs may be performed by the property owner or his contractor. No License, bond, or insurance certificate is required.
13. Property owner must check and apply for a Flood Plain Development permit for structures located in the flood plain. A Flood Plain Development permit is also required for repairing a structure located in a flood plain when the repair are in excess of 50% of the value of the structure. Structure must be raised 1 foot above the current FEMA flood elevations levels.
14. Erosion Control: Silt fence must be installed around site before moving soil.
15. Poured Driveway or Stabilized Rock Entrance: Commercial and Industrial only. Flatwork must be poured with foundation or within 3 days to eliminate rock entry. If rock entry will be used, it has to be in place after plumbing rough accepted and covered. Rock entry must be 20' wide by 8' deep by 6" thick. Rock material must be minimum average of 3" in diameter. Street must be kept clean at all times. All commercial and industrial sites will maintain entrance and exit points as per the approved erosion control plan.
16. All construction sites must have a port-a-potty.

Permit fees are due on the 10<sup>th</sup> of the following month and will be considered past due on the 11<sup>th</sup>. A \$25.00 late fee will be assessed on all accounts not paid by the 10<sup>th</sup>. Any account that remains unpaid for 60 days will lose all billing privileges for six (6) months and no permits will be issued until the account is paid in full.



## **RESIDENTIAL BUILDING GUIDELINES EXTERIOR & INTERIOR 1-19**

### **EXTERIOR:**

- **Building permit must be visible.**
- **Set back inspection requires the string to be up on the side, front and back on property line pins with the form board for structure in place. (City Ordinance 155.37)**
- **Address number must be on the building. (City Ordinance 150.004)**
- **All construction areas must have a porta-potty. (IPC 312.1)**

### **INTERIOR:**

- 1. The sill plates or base plate shall be anchored to the foundation with ½” diameter bolts, placed 6 feet on center and not more than 12” from corner, around the perimeter. IRC R403.1.6**
- 2. Interior base plate shall be shot down.**
- 3. Any window within 24” of a door such as closet, front and back door, needs to be tempered. UBC Chapter 2406.2 IRC R308.4**
- 4. Light over shower and bath tub needs to be enclosed and labeled wet location NEC 550.9d.**
- 5. Glazing in doors and enclosures for hot tubs, whirlpools, saunas, steam rooms, bath tubs, and showers: Glazing in any part of building wall enclosing these compartments where the bottom edge of the glazing is less than 60” above the drain inlet shall be tempered. IRC R308.4**
- 6. Fireplace to meet the manufacturers clearance on each side from combustible material, framing around the fireplace.**
- 7. Every sleeping room shall have at least one opening of 5.0 egress at grade level and 5.7 for second floor. IRC R310.1.1**
- 8. Before insulation and sheet rocking, there needs to be a green tag issued.**

9. Water heater compartment needs to be 30" wide and at least 32" deep to meet the manufacturers installation for gas water heater.
10. Vent on exhaust fan shall be vented to the soffit vent. IMC 501.3
11. Water heater and mechanical compartment shall be 18" off floor and flooring shall be at least ¾" thick. Water heater on second floor requires a pan. IRC R1307.3 IPC Chapter 502.2, 504.8---504.8.2
12. Address Number on the building. Ordinance 150.004
13. Red tag will be issued for violation, No One to remove red tag, except the inspector.
14. Opening for stairway needs to be 25 ½" wide when water heater or furnace are installed.
15. Rough in Plumbing, 2<sup>nd</sup> plumbing and second floor needs water in copper or plastic line. IRC 2503.4-2503.6 & IPC 312.1-313.9
16. Polyethylene must be installed on slab on ground IRC R506.2.3
17. Drainage: The finished slab must be minimum of 14 inches above curb. Final grading shall be graded so as to drain surface water away from foundation walls. The grade away from foundation walls shall fall a minimum of six inches within the first ten feet. Swales must be on side property line and direction of flow IRC R401.3  
Exception: Where lot lines walls, slopes or other physical barriers prohibit 6 inches of fall within 10 feet, drains or swales shall be provided to ensure drainage away from the structure. IRC R401.3
18. When there is no ceiling attached to rafter a strap hanger must be installed.
19. Attic vent baffle must be installed where soffit vents.

## **BUILDING INSPECTIONS**

1. Each Property Owner / General Contractor must call the Hotline 817-556-8810 for their appropriate inspections.
2. Property line pins must be visible prior to inspection and string line up. If pins are not visible, a survey must be performed.

The required inspections consist of:

**Building**

Setbacks  
Foundation  
Framing  
Brick Ties  
Insulation Wall  
Final  
Occupancy

**Misc.**

Approach  
Sign  
Zoning  
Drainage

- Setbacks Inspection: To be made before installation of rough plumbing.
  - Foundation Inspection: To be made after trenches are excavated and forms erected.
  - Frame Inspection: To be made after the roof, all framing, fireblocking and bracing is in place, all concealing wiring, all pipes, chimneys, ducts and vents are complete.
  - Brick Ties: Can be done during framing inspection.
  - Insulation Wall: To be made before sheet rocking.
  - Drainage inspection after grading yard, and before landscaping See #17 above.
  - Final Inspection: To be made after the building is complete and ready for occupancy.
  - Occupancy Inspection: To be made before occupied of building.
  - Approach Inspection: To be made before pouring cement.
  - Sign Inspection: To be made before installation of sign.
2. A final inspection of the completed project must be requested by the Contractor / Property Owner. Utility Services of water/sewer, gas, or electrical will not be released for service until construction and all inspections are complete.
  3. The Building Inspection Department will be using a twenty-four (24) hour hotline for next day inspections. All inspection requests must be called in before midnight for next day inspection. Call (817) 556-8810 for all inspections except emergencies. When calling in an inspection request, you must advise the following:

1. Your name
2. Permit number

3. Address
4. Name and contact number of contractor
5. Type of inspection

To cancel an inspection request, leave the above information and give a reason for cancellation. All cancellations must be received before 8:00 A.M. All re-inspections requests will need to be called into the hotline number.

4. Emergency situations such as electrical service change, reconnect, gas test, water line, sewer line and on-site sewage facilities will be same day. Emergency inspections only, call (817) 645-0955 8:00 A.M. to noon and 1:00 P.M. to 5:00 P.M.